CHECKLIST

INSTRUCTOR APPLICATION / OCCUPATIONAL EXPERIENCE VERIFICATION

Schoo	l	Date
INSTRUCTOR APPLICATION FORM (INST-1)		
	2. 3. 4. 5.	Full name and address of the Instructor Applicant Applicant's current phone Nos.: Home Work Employing school's name and address List of all Programs and/or Stand Alone Courses to be taught Date employed at school ALL questions in Section B answered: Any question(s) answered "Yes"? Explanation/documentation attached for each Yes answer? a b c d b c d c d
		REQUIRED signatures and date: Applicant Employing School Owner/Director Teaching students under 16 years? Yes No • If <i>Yes</i> , contact the Division for requirements to teach minors: 303/866-2723
	9.	Section C, Education area completed • Education area included special and/or military training which applied to occupational area
	10.	Occupational experience within last 10 years <u>listed</u> in Section C
OCCUPATIONAL EXPERIENCE VERIFICATION FORM (INST-2)		
	1.	INST-2 forms attached for each employer and/or period of self-employment Yes No • If <i>No</i> , number of forms missing Notes:
	3 4. 5. 6.	All job titles and duties listed are related to Program/Course area in which applicant will be teaching Applicant did NOT verify any hours obtained while employed as a teacher All dates, total hours worked, and related duties are listed # Minimum of 4,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree required for occupational area # Minimum of 10,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree NOT required for occupational area All occupational experience verified was after age 16 yrs and obtained within last 10 years At least 1,000 hours of total verified occupational experience obtained in last 5 years Each INST-2 form, Section 1 signed by applicant Each INST-2 form, Section 2 signed by employer
	9.	 When self-employment reported: a. Applicant completed <u>separate</u> INST-2 form for <u>each</u> period of self-employment b. Applicant completed <u>and</u> signed both Section 1 and Section 2 on <u>each</u> INST-2 c. Applicant's Section 2 signature <u>notarized</u> on <u>each</u> applicable INST-2 d. Proof of self-employment provided, e.g., photocopies of income statements; Schedule C; and/or Letters of Reference
	10.	 When previous Employers <i>not</i> available; Records <i>not</i> available; and/or Business <i>closed:</i> a. Applicant completed <u>and</u> signed both Section 1 and Section 2 on <u>each</u> applicable INST-2 b. Applicant's Section 2 signature <u>notarized</u> on <u>each</u> applicable INST-2 c. Applicant's short note of explanation attached explaining why previous employer could not verify d. W-2 forms attached that were relative to first and last dates of applicable employment and/or Reference letters attached verifying dates of employment and job duties
<u>OCCUI</u>	 2. 3. 6. 7. 8. 9. 	Notes: All job titles and duties listed are related to Program/Course area in which applicant will be teaching Applicant did NOT verify any hours obtained while employed as a teacher All dates, total hours worked, and related duties are listed * Minimum of 4,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree required for occupational area * Minimum of 10,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree ROT required for occupational area All occupational experience verified was after age 16 yrs and obtained within last 10 years At least 1,000 hours of total verified occupational experience obtained in last 5 years Each INST-2 form, Section 1 signed by applicant Each INST-2 form, Section 2 signed by employer When self-employment reported: • a. Applicant completed separate INST-2 form for each period of self-employment • b. Applicant completed and signed both Section 1 and Section 2 on each INST-2 • c. Applicant's Section 2 signature notarized on each applicable INST-2 • d. Proof of self-employment provided, e.g., photocopies of income statements; Schedule C; and/or Letters of Reference When previous Employers not available; Records not available; and/or Business closed: • a. Applicant completed and signed both Section 1 and Section 2 on each applicable INST-2 • a. Applicant's Section 2 signature notarized on each applicable INST-2 • a. Applicant's Section 2 signature notarized on each applicable INST-2 • a. Applicant's Section 2 signature notarized on each applicable INST-2 • a. Applicant's Section 2 signature notarized on each applicable INST-2 • a. Applicant's Section 2 signature notarized on each applicable INST-2 • c. Applicant's Section 2 signature notarized on each applicable INST-2 • c. Applicant's Section 2 signature notarized on each applicable INST-2 • c. Applicant's Section 2 signature notarized on each applicable INST-2